

**VIRGINIA ASSOCIATION OF COLLEGIATE REGISTRARS AND ADMISSIONS
OFFICERS
MINUTES OF THE BUSINESS MEETING
Hilton Virginia Beach Oceanfront
December 6, 2005**

The meeting was called to order by President Leah Russell (Roanoke College) at 12:51 p.m.

President Russell welcomed everyone to the 76th Annual Conference. She introduced Betty Huff (University of California – Santa Barbara), Vice President of Leadership and Management Development of AACRAO, who brought greetings from AACRAO. Ms. Huff noted that Tom Bilger (Ball State University), who recently passed away, was to have represented AACRAO at this conference and he will be greatly missed by all in the profession. Ms. Huff described some strategic initiatives before AACRAO, the new Strategic Enrollment Management newsletter, House Resolution Bill 609, and she invited all to attend the AACRAO conference on April 17-20, 2006 in San Diego, California.

Sallie Marcello (College of William and Mary) brought greetings on behalf of SACRAO and invited the VACRAO membership to attend the 59th annual SACRAO meeting in Lexington, Kentucky on February 5-8, 2006. She noted that in 2008 SACRAO will be coming to Virginia and she will be looking to VACRAO members to volunteer for the Local Arrangements Committee. The location was to be Norfolk, but a competitive bid has come in for Williamsburg. On behalf of the VACRAO Executive Committee, Ms. Marcello asked for a straw poll show of hands from the membership present if they'd like the colonial Williamsburg venue. There was overwhelming support for this location.

Secretary's Report: The minutes of the 2004 Annual Meeting held in Roanoke were presented by Secretary Barbara Rowe (Washington and Lee University) (Attachment A). A motion was made from the floor to approve the minutes as distributed. The motion was seconded and the minutes were unanimously approved.

Treasurer's Report: Jay Webb (Lynchburg College) presented the VACRAO Budget Statement and Proposed Budget - as of December 5, 2005 (Attachment B). The Treasurer's report noted \$40,728.78 in the SunTrust Checking account (as of 10/31/05) and \$61,060.01 in the VanGuard Money Market Fund (as of 9/30/05). The 2006 proposed budget was also presented and of note were a significant increase in funding for a special workshop and funds for VACRAO database/online improvements. Approval of the 2006 budget was brought forward by the Finance Committee, seconded and approved by voice vote.

Vice President for Admissions and Enrollment Management Report: Melissa Yakabouski (University of Mary Washington) reported that Lucinda Austin (Radford University) will become the School and College Relations Committee Chair for 2006. Melissa thanked Amanda Craddock (University of Mary Washington) for her service as chair over the past four years. For 2006, the Committee is fully staffed by John McCarroll (1A – University of Virginia – College at Wise), Judith McKeon (1B - Jefferson College of Health Sciences), Brooks Warner (2 – Radford University), Adam Anderson (3 – James Madison University), Jason Ferguson (4 – Hampden-

Sydney College), BJ Friedery (5&6 - Johnson & Wales University), Vishon Luck (7 – Virginia Commonwealth University), Erin Wendell (8 – Old Dominion University), Ann Sorenson (Single Invitation Coordinator – Richard Bland College). Becky Huffman (University of Virginia - College at Wise) will be rotating off after seven years of dedicated service to VACRAO.

The Committee announces the following spring program dates:

April 5 Independent School at Notre Dame Academy 1:30-3 p.m.

April 18 Richmond City Schools at the Arthur Ashe Center 9 a.m.–1 p.m.

April 19 Fairfax County Schools at the Patriot Center 6-8:30 p.m.

April 27 Charlottesville Area Schools at Albemarle HS 7-9 p.m.

Looking ahead to the fall, members should receive their fall 2006 tour single invitation by the end of May. Responses will be due by July 15. Members should not forget to renew their membership this winter.

Vice President for Registration and Records Report: Alecia Knox (Longwood University) was not available to attend and give a report. However, it was noted that Ann Sorenson (Richard Bland College) chaired the Legislative and Inter-Association Issues Committee for 2005.

Vice President for Professional Development Report: Lakeisha Phelps (Old Dominion University) reported on the activities over the past year for the professional development committees and recognized the committee membership. The past year was an extremely productive one for Professional Development, with three highly-successful workshops held over the summer.

New Counselor Workshop Committee: On July 17 – 19, Bridgewater College hosted VACRAO's New Counselor Workshop. The workshop was chaired by Jarret Smith (Bridgewater College). His committee members included Natalie Dodson (Bridgewater College), Whitney Thompson (Bridgewater College), Charnita Reamon (Longwood University) and James Coker (Shenandoah University). "Camp VACRAO" had 45 registered campers from 21 schools. The registration fee was \$125 per person. VACRAO collected \$5500.00 as registration fees and expended \$5742.49.

Support Staff Workshop Committee: The second workshop of the summer was the Support Staff Workshop, held at Old Dominion University on July 28th. Jill Wells (Virginia Tech) served as the chair of this committee. Her committee included Lakeisha Phelps and Jackie Manley (John Sargeant Reynolds Community College). The theme of the workshop was "Back to Basics." The highlight of the workshop was an ergonomics presentation. The registration fee was \$30 per person. \$1410.00 was collected as registration fees and VACRAO expended \$1059.85

Domicile Workshop Committee: The Domicile Workshop, held on the Hampton campus of Thomas Nelson Community College on July 22, 2005, had 85 participants from 24 institutions. Michele Mitchell (Old Dominion University) and Vishon Luck (Virginia Commonwealth University) coordinated this workshop together. The registration fee was \$15 per person. \$1250.00 was collected as registration fees and VACRAO expended \$1028.00.

Special Workshops Committee: VACRAO is very excited to announce the addition of a Special Workshop being held in late February or early March of 2006. "Horse Sense for Leaders" focuses on fundamental interpersonal skills and practices necessary to establish relationships based on

mutual trust and respect. The interaction of a horse and a cowboy reveals principles and methods that leaders at all levels can apply to relationships with others. Barbara Rowe (Washington and Lee University) will be the committee chair for this workshop.

Committee members are needed for all of VACRAO's workshops, including the upcoming "Horse Sense for Leaders" Special Workshop. Interested folks should contact Ms. Phelps or Committee chairs, or complete the "I'm Available" form.

Vice President for Membership and Communication Report: Linda Williams (Jefferson College of Health Sciences) reported on the following:

Corporate Membership: Special thanks to corporate membership coordinator Hope Parks (Roanoke College). VACRAO has 14 corporate sponsors and all 14 had tables set up at this meeting.

Membership Coordinator: Ms. Williams worked with membership coordinator Marlene Perrott (Jefferson College of Health Sciences) and reported that the current VACRAO membership numbers are:

- 167 institutions plus the Virginia Community College System
- 54 voting member institutions
- 113 associate member institutions
- 542 individuals (regular and honorary) at these institutions from

Web Services Coordinator: Angie Rudd (Lynchburg College) left in the summer due to a move out of state and Cathy Williams (Randolph-Macon Woman's College) stepped up to the plate and took over the responsibilities.

Newsletter Editor: Joe Bouchelle (Southern Virginia University) has done a great job as newsletter editor and photographer.

President-Elect Report: Heidi Terry (Radford University), on behalf of Annual Meeting Program committee, welcomed everyone to the conference and reported that despite the threat of snowy weather, almost all of the 175 registrants, vendor representatives, and presenters were able to attend. Ms. Terry noted that the conference had a three-part series on disaster preparedness and she hoped everyone enjoyed the evening at the Virginia Marine Science Aquarium. She welcomed the corporate members in attendance - AACRAO; ACT, Inc.; The College Board; Credential, Inc.; Doc Star; Mindwrap, Inc.; National Research Center for Colleges and University Admissions; National Student Clearinghouse; Paradigm, Inc.; The Princeton Review; Reams Document Imaging; Scrip-Safe; SmartCatalog; Troy Group; and the World Education Series. She also recognized past VACRAO presidents in attendance, and she those first-timers and newcomers to the profession.

Give-Back Program Presentation: Ms. Terry presented to Ms. Katherine Overkamp, program director of REACH (Reading Enriches All Children), a gift of \$500 and boxes of books donated by the VACRAO membership to provide books and supplies to the children at the nine homeless shelters that REACH volunteers serve.

Past-President Report: Robert LeHeup (University of Virginia) reported the following:

Awards and Resolutions Committee

Mr. LeHeup as chair, and past president Mildred Johnson (Virginia Tech), brought forward the following members to be recognized:

Honorary Membership:	Carolyn Boggs (College of William and Mary, retired)
Certificate of Appreciation:	Steve Bruce (Regent University)
Certificate of Appreciation:	Becky Huffman (University of Virginia, College at Wise)
Certificate of Appreciation:	Jim Bundy (National Student Clearinghouse)
Distinguished New Professional:	Lucinda Austin (Radford University)

Site Selection Committee

Committee chair was Mildred Johnson (Virginia Tech). The 2006 annual meeting will be Thursday and Friday, November 30 - December 1, 2006 at the newly renovated Stonewall Jackson Hotel in Staunton.

President's Report: Leah Russell recognized the National Student Clearinghouse for their sponsorship of the previous evening's event at the aquarium. She also thanked Jarrett Smith (Bridgewater College) and Josh Henry (College of William and Mary) for hosting the hospitality suite. She individually thanked the members of the Executive committee – including those outgoing members.

Nominations and Auditing Committee Report: Chair Vern Bietzel (Virginia Military Institute) presented the committee's report. He first recognized other members of the committee: chair-elect Linda Stout (Bridgewater College), Carolyn Hines (Radford University), Bill Endorf (Shenandoah University), and Kathie Tune (Averett University). The 2004 audit has been completed and will be published in the spring VACRAO newsletter. The preliminary 2005 audit was completed on December 5, 2005 and all completed expenditures had the appropriate Expense Voucher/ Reimbursement form, along with the needed receipts. For all completed expenditures and transactions, the books have been found to be in order, and all expenses thus far for the 2005 calendar year have been accounted for. Understandably, there are several additional expenditures that have not been completed for the 2005 calendar year. These additional expenditures will be audited by the committee with the final audit report being submitted to the Executive Committee no later than July 1, 2006, pursuant to the VACRAO by-laws.

Mr. Bietzel apologized for not having completed the 2006 nominations process to date; however solicitations for the 2006 Nominations and Auditing Committee will now begin and nominations should be submitted to him. Voting will take place electronically, thanks to Virginia Tech online process.

The slate of officers for 2006 (*with office held through year in parenthesis*) was presented by the committee:

President	Heidi Terry (2006)
President-elect	Melissa Yakabouski (2006)
Vice President for Professional Development	Lakeisha Phelps (2006)
Vice President for Registration & Records	Alecia Knox (2006)
Vice President for Admissions & Enrollment	Amanda Craddock (2007)
Vice President for Membership & Communication	Erin Wendell (2007)
Secretary	Ann Sorenson (2007)

Treasurer
Immediate Past-President

Jay Webb (2006)
Leah Russell (2006)

Ms. Russell asked for any nominations from the floor and there were none. On behalf of the Nominating and Auditing Committee, Mr. Beitzel moved acceptance of the slate as presented. The motion was seconded from the floor and the slate was approved by majority voice vote of the voting membership present at the annual meeting.

Ms. Russell passed the gavel to Ms. Terry as the new President of VACRAO for 2006.

President Terry gave a special thanks to Past-President Leah Russell and noted that she is a great friend and a blessing. Ms. Terry presented Ms. Russell with a gift of appreciation on behalf of the association.

President Russell concluded the meeting and noted that she is looking forward to working with the Executive Committee and the entire VACRAO membership during the coming year.

Adjournment: The meeting was adjourned at 1:52 p.m.

Respectfully submitted,

Barbara Rowe
Secretary